

BI-LINGUAL RISE WOMEN'S ADVOCATE

Job Description:

Hours: full-time

Reports to: the Executive Director and the Rise Direct Service Team

Compensation: starts at \$25,000

Status: Exempt

Case Managers at The Rise are responsible for enhancing the residential stability, increasing the income and skill level, and promoting the capacity for self-determination of the single women heads-of-household who reside there. In addition, Case Managers are expected to build a community based on healthy inter-dependence.

Responsibilities:

1. The CM assists residents with goal setting and the development of an action plan for realizing those goals.
2. The CM administers strengths and needs assessments.
3. The CM provides information and referral.
4. The CM advocates for residents both within then outside the agency.
5. The Advocate plans and facilitates in-house support groups, workshops, resident meetings, and service projects.
6. The CM participates as necessary, on a rotating basis, in all programs and activities at The Rise, including but not limited to on-call and afternoon phone and door rotations, required diversity workshops for tenants, conflict resolution, JumpStart, and summer reading circles.
7. The CM provides legal advocacy, which includes coordinating services with the Middle Way House Legal Advocacy Program, meeting with residents to address questions concerning the legal system and accompanying them to necessary appointments or facilitating transportation to such appointments and advocating for them when appropriate.
8. The CM attends monthly all-staff meetings and may be required by the Executive Director to attend Board or committee meetings.